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CIA-RDP70-00211R000200160051-5

Report for Week Ending 28 November 1956  
from  
PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Security Office continues.  
This project is 90% complete.

Microfilming of Vital Materials in the Personnel Office continues.  
This project is 45% complete.

General Information

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The reference library at [REDACTED] has been moved from the gymnasium building to the art room in Building A-12. This action corrects a deficiency which existed during the latest operation alert exercise. It will now be possible for all agency personnel to have access to the central reference collection.

Mr. [REDACTED] of DD/P visited the repository to deposit and withdraw DD/P Vital Materials.

Mr. [REDACTED] Executive for OSI visited the repository last week. Subsequent to his visit we have been asked to accompany Mr. [REDACTED] Administrative Officer, OSI, and Mrs. [REDACTED] Assistant Area Records Officer, to the repository on Wednesday, 28 November.

A call was received from Mr. [REDACTED] DD/P, informing us of a special inspection trip of the repository by seventeen (17) members of DD/P on Saturday, 8 December. When I called Mr. [REDACTED] he said that Colonel [REDACTED] had been notified of this by DD/P.

A meeting was held with Mr. [REDACTED] all of ORR/Geographic to discuss the filming of the analysts files of ORR/Geographic Division. It was decided that these files should be filmed in their entirety, as the last filming was completed in 1952. Annually, thereafter, only additions to this file will be filmed. Arrangements and work allocations to perform this project will be set forth in a memorandum later this week.

The DD/I representative on the Committee for establishing furniture standards for the new building, Mr. [REDACTED] has selected OCR Operations and Administration Staff for conversion to modular-type furniture. We will review this Area next week and submit recommendations to the Building Planning Staff.

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